

## Streetlighting Removal Procedure

The following procedure describes the process that is required in order to remove existing streetlighting that the City of Overland Park purchased from Kansas City Power and Light (KCP&L). This process is the same whether it is associated with a project or as a stand alone request that is not project related.

1. Follow these instructions to turn on PK numbers in CAMP. The PK number used to be the Luminaire label LT\_PL\_ID with the numeral 2 placed in front of it. DO NOT USE THIS ANY LONGER. The PK number is now associated with the pole.
  - a. Open CAMP and click “View” on the top menu bar.
  - b. Click “Set Traffic Feature Label Fields”
  - c. Under “Posts” click the drop down menu and select PL\_USER4. This will show you the actual PK number with the prefix “PK”. If you see a number that is not prefixed by “PK”, you are looking at the wrong number.
  - d. Under “Luminaires” click the drop down menu and select LT\_WATT\_TY. This will show the wattage of each fixture
  - e. Click “Ok” in the lower right hand corner of the box.
  - f. Click “View” on the top menu bar again
  - g. Click “Set Feature Visibility Scales”
  - h. Under “Posts” the number in the first column should be “0” and the number in the second column should be “8000”. Do the same for “Luminaires”.
  - i. Click “Ok”
  - j. Click “View” again on the top menu bar
  - k. Click “Save Settings”. It will show the file “Default.LFS” in the CAMP file folder. Click “Save”.
  - l. Now every time you open CAMP, these settings will be saved.
  - m. On the left had menu items in CAMP, click on the “Traffic Features” tab and click on the middle box for “Poles”
  - n. To see the actual map that Black & McDonald accesses, click on the following link  
<http://overlandpark.maps.arcgis.com/apps/Solutions/s2.html?appid=c4de3ebabfae4bb4a307c44e74512c4a>
2. The City of Overland Park, project manager or traffic engineering representative, at the time they are reviewing or designing the streetlighting plan, will issue a letter to Black & McDonald (Overland Park’s on-demand electrical contractor) requesting the removal of the specified poles and/or fixtures. The letter should be addressed to:

Jennifer Mathes  
Black & McDonald  
6001 Front Street  
Kansas City, Missouri 64120

The letter should include the following information:

  - a. The name of the project

- b. The CIP number of the project
  - c. The PK numbers of the poles that need to be removed
  - d. An anticipated schedule indicating when the removals will be required
  - e. Submit a plan sheet showing the location and PK number of lights to be removed
  - f. Request the estimated dollar amount associated with the work
  - g. If there are several different streets associated with the project the project manager will assign a separate work request number for each street and will ask Black & McDonald to submit a separate cost estimate and form for each one as well. Their estimate will reference our assigned work request number.
  - h. Make sure the following people are copied on the letter to Black & McDonald:  
Traffic Engineering Technician, Sr (Larry Killer)  
City Traffic Engineer  
Manager of Maintenance Operations  
Traffic Maintenance Supervisor  
David Sutphin, KCP&L
  - i. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in:  
K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Removal Request Letters to Black & McDonald
3. At the time the project manager is initiating the letter to Black & McDonald, they should enter the appropriate data in the KCP&L Buyout Streetlight Removal Log EXCEL spreadsheet.
- On the "Invoice Status" tab
- a. Insert the Work Request Number associated with each of the streets. This number will be the next sequential number in the EXCEL file.
  - b. Insert the number of poles to be removed in the "Number of Lights Removed" column
  - c. Insert the referenced street location in the "Street Reference Location" column
- On the "PK Numbers" tab
- a. List all the associated PK numbers of the poles that are in need of removal
  - b. Fill in the Associated Project Name with the CIP number
  - c. Fill in your initials in the "Project Manager" column
- On the "Inventory" tab
- a. Find each of the streetlight PK numbers and insert the Work Request Number in the appropriate column.
4. Black & McDonald will assign staff to the project who will perform a field check of the existing streetlights and generate the cost of removal.
5. Black & McDonald will send a proposal form to the initiating project manager of Overland Park with the following information:
- a. The Work Request Number; the name of the project including the CIP number; and the associated cost of the work
6. The Overland Park project manager or traffic engineering representative will:
- a. Review the proposal form from Black & McDonald for accuracy

- b. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in:  
K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Proposals from Black & McDonald
  - c. Insert the invoice amount in the “Invoice Amount” column in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet
  - d. Give the proposal to the Contract Specialist (Berry Lutz) to obtain approval from the Director of Public Works
  - e. Inform the Contract Specialist (Berry Lutz) if the project is ready to “release to construction” or if it should be “held until further notice”.
  - f. Inform the Contract Specialist (Berry Lutz) where the funding will come from
7. The Contract Specialist (Berry Lutz) will:
- a. Take the proposal form to the Director of Public Works for approval and signature
  - b. Write a purchase order for the amount to encumber the funds and place a hard copy in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file with a copy of the proposal signed by the Director of Public Works in: K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Purchase Orders for Black & McDonald
  - c. Insert the date in the “Approval Date” column in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet
  - d. Inform the project manager when it has been approved